

MHASC (Mile High Area Service Committee) Literature Subcommittee Guidelines

1. Definition and Purpose of the Literature Subcommittee:

The primary purpose of the Literature Subcommittee is to maintain an adequate supply of NA (Narcotics Anonymous) Literature and have it available for sale at the MHASC meetings. The Literature Subcommittee may facilitate the evaluation process for any NA literature from NAWS (Narcotics Anonymous World Service.) In all its proceedings the Literature Subcommittee shall adhere to The Twelve Traditions and Twelve Concepts for NA Service.

2. Functions of the Subcommittee:

- a. Maintain adequate supply of NA literature (books, IPs, keytags, medallions, etc.) to meet the needs of the groups comprising the Mile High Area.
- b. Brings all inventory to every MHASC meeting to facilitate sales to groups
- c. Accepts literature orders from other subcommittees (i.e. H&I) and fills these orders for delivery at the next MHASC meeting.
- d. Appoints members to fill the needs of the Subcommittee.

3. Structure of Committee Positions:

The members of the Subcommittee shall consist of a Chairperson and Vice-Chairperson. The Chairperson is elected by the MHASC in accordance with the MHASC Guidelines. The Vice-Chairperson is appointed by the Chairperson. If Vice-Chairperson becomes unable to discharge the duties of that position, a successor shall be appointed by the Chairperson. Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next MHASC meeting where a new Chairperson will be elected in accordance with MHASC Guidelines.

4. Qualifications and Duties of Committee Members:

- a. Chairperson: Elected by the MHASC in accordance with the MHASC guidelines. The responsibilities of the Chairperson include:
 - i. Provides written reports of inventories at each MHASC meeting.
 - ii. Submits quarterly budgets for approval to the MHASC in accordance with MHASC Guidelines.
 - iii. Appoints other committee members as necessary.
- b. Vice-Chairperson: Appointed by the Chairperson. Suggested clean time requirement of one year. The responsibilities of the Vice-Chairperson include:
 - i. Assumes the duties of Chairperson in the case of Chairperson's absence.
 - ii. If the position of Chairperson should become vacant, the Vice-Chairperson assumes the duties of the Chairperson until a new Chairperson is elected by the MHASC in accordance with MHASC Guidelines..
 - iii. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.

5. Procedure for Inventory Management

- a. Literature Subcommittee shall set target inventories for each stocked item, not to exceed total inventory limit as determined by the MHASC guidelines.
- b. After each MHASC meeting individual group orders and subcommittee orders are totaled (including any back-orders.)
- c. Total sales are deducted from target inventories and the difference is what needs to be ordered from NAWS in order to replace what was sold.
- d. Orders to be sent to NAWS may be rounded up or down in order to meet bulk ordering guidelines from NAWS. For example, NAWS prefers to fill IP orders in blocks of 50.
- e. Literature orders are sent to NAWS using the NAWS shopping cart application at: https://cart.na.org/IW_Login.m4p.pvx?;login using account #10167.
- f. Orders are placed using the credit terms established between NAWS and MHASC.
- g. Literature is shipped (generally via UPS) and then placed into inventory.
- h. Periodically literature inventory should be physically counted in order to verify accuracy of inventory value reported to MHASC at monthly meetings. Inventory value is determined by multiplying physical inventory by the retail price of each item regardless of any bulk discount the MHASC receives from NAWS.

6. Procedures for Accepting and Filling Orders

- a. Groups and Subcommittees present their completed order forms to the Treasurer at the MHASC meeting. Orders must be presented on the current order form. Order forms are available at the MHASC meeting or can be downloaded from the MHASC web site in either Excel or PDF format (<http://nacolorado.org/denver/literature.html>) Groups should include group name and contact info at the top of their order form. Literature Subcommittee may not accept order if it is presented on an order form that is out of date. This is important because prices change.
- b. Paid orders are transferred from the Treasurer to the Literature Subcommittee.
- c. Orders are filed by the Literature Subcommittee and laid out along with a receipt for pick-up by the group representative.
- d. Any item that is out of stock will be back-ordered and made available for pick-up at the next MHASC meeting. Notice of back-order will be written on the back of the receipt.
- e. Back-orders that are not picked up for 3 months will be returned to inventory.
- f. Special orders will only be accepted if they follow the procedures outlined above. In other words, special orders must be paid in advance and treated like back-orders.
- g. Literature Subcommittee will not check the math on every order. Groups are responsible the accuracy of their orders.
- h. Literature Subcommittee is not responsible for errors on orders and returns and/or exchanges may or may not be allowed solely at the discretion of the Literature Subcommittee. An example of determining factors may include how busy the Subcommittee is fulfilling orders and/or how a return and/or exchange may impact inventory.
- i. Literature Subcommittee will only accept orders during the first hour of the MHASC meeting.